

04M 1-SR

10 September 1987

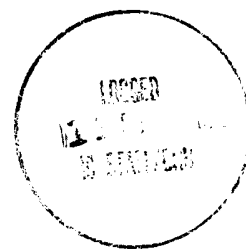
ICS 5439-87

Memorandum For:

From:

Records Management Officer, ICS

Subject: Requirement to Report Classification Decisions



During the week of 14-20 September 1987, a count is to be made of the number of classified documents created in each Agency component. This data will be incorporated into the Agency's Annual Report to the Information Security Oversight Office (ISOO). ISOO, in turn, uses this information in its Annual Report to the President. Pursuant to Executive Order 12356, ISOO has the authority to require such reports from Federal agencies to ensure their compliance with Executive Order 12356.

Please use the attached format to report the original and derivative classification decisions made in your office during the week of 14-20 September. The count of original classification decisions must be broken down according to those that specify a date or event for declassification, and those that specify Originating Agency's Determination Required (OADR) for declassification.

Please return the attached form to me by COB 22 September 1987. If you have any questions please call me on

DIST:

0-RMO(subject)

1-each ICS Committee & staff Director

1-RMO/Chrono

1-ICSR

STAT
STAT
STAT
1. Original Classification Decision: A decision made by the incumbent of a position delegated original National Security Classifying Authority in writing. Delegation of original classification authority is held to a minimum and may not be redelegated. In order to avoid unnecessary original classification decisions, individuals with original classification authority should, whenever possible, use the Agency Classification Guide [redacted]. A list of positions/officers with classifying authority is maintained in the Classification Management Branch (contact [redacted]) An original decision will look like this:

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2. Derivative Classification Decision: A decision based on an item(s) in the Agency Classification Guide [redacted] or from a source document(s) or from a compartmented policy manual. This is the most common method of classifying. All Agency employees have the authority to make derivative decisions based upon their clearances. A derivative decision will look like this:

3. OADR or DATE AND EVENT: Both terms refer to when a document can be declassified. For the purposes of this report, count only the declassification instruction associated with original decisions (Columns 1 and 2). "OADR" stands for Originating Agency's Determination Required and means that the document cannot be automatically declassified. OADR is usually used in the Agency. "Date or Event" means the document can be automatically declassified on a specific date or when a specific event takes place (Column 2) and is seldom used in the Agency.

*CL stands for "classified" by. It is followed by the employee number of the individual responsible for classifying the document. It is required on both original and derivative classification decisions.

**DCL stands for "declassification." It is required on both original and derivative classification decisions. It is always followed by either "OADR" or a specific date or event.

***DRV stands for "derived" from." It should always be present on derivative classification decisions. It should never be used on original classification decisions.

INSTRUCTIONS

Record in the space provided below, the number and type of classification decisions made by your office for the period 14-20 September 1987. Column 1 and 2 should be used only to record original classification decisions. Column 3 should be used only to record derivative classification decisions; we are not required to report declassification information concerning derivative decisions.

What do you count?

a. All classified documents (letters, reports, publications, etc.) created in your office during the period 14-20 September 1987. Count each document only once; do not count letterex or reproduced copies.

b. Field Correspondence (cables, telepouches, dispatches, transmittal manifests) received from the field during the 14-20 September 1987 period for which your office is the ACTION office. It is not necessary that these documents be dated 14-20 September 1987. Count only one decision per document no matter how many copies of the document are made.

c. Classified forms that are completed (filled in) during 14-20 September 1987. (Count preclassified forms and those premarked as classified "when filled in" either as original or derivative in accordance with the preprinted "classification authority" marking.

d. Count each classified computer run as one item; do not count each computer produced sheet or punch card separately.

CLASSIFICATION DECISIONS 14 THROUGH 20 SEPTEMBER 1987			
TYPE OF CLASSIFICATION DECISIONS	NUMBER OF ORIGINAL (ORG) DECISIONS		NUMBER OF DERIVATIVE (DRV) DECISIONS
	Column 1 OADR	Column 2 DATE OR EVENT	
TOP SECRET			
SECRET			
CONFIDENTIAL			

OFFICE: _____ Ext. _____